

NFMC Online (Legacy) System Registration Instructions or I'm in the System, Now What?

Here are some instructions for using the system once you get on (see online manual or attached sheet for how to get onto the system - or email the Manassas Scheduler for help)

On the left side of the screen, it looks like an outline.

It now comes up to "states" -- here's what to do:

- left click on circle to left of "states"
- left click on circle to left of "virginia"
- left click on circle to left of "festival sponsors"
- left click on circle to left of "manassas"
- left click on circle to left of "teachers"
- left click on the circle to the left of your name
- left click on the circle to the left of students

Now you are at your list of students.

For each student, right click on the student you want to register, then in the middle/right of the screen in the pop-up,

- select "register for event"
- select the year 2020
- select a festival event with pull down arrow
- select an event class (level)
- click on "register for event"

Then when the new form opens on the right side of the screen,

- go down to "required piece" and select from the list
- go to "choice piece" and type in the name of the piece,
making sure to press enter/line return at the end of the piece name
- click on the composer field and type in a composer's last name, then select "find"
- select the correct composer from the pop-up list
(if not there, check spelling and try again, if still not there contact me!)
- click on "save changes"
(if the save changes button is grayed out go back and add a return at the
end of the choice piece name, then if the button is still gray, contact me)
- click on "okay" in the pop-up when it tells you it has saved